

## 10 THINGS TO KNOW ABOUT JESSE AS A SUPERVISOR

1. You are the captain of your own life.
  - The decisions you make choose how easy or difficult that this role (and life in general) will be. If you are prepared and intentional with your time, life is going to be immensely easier compared to someone who procrastinates. You are responsible for the ramifications of your decisions.
2. It's up to all of us to prioritize what's important.
  - You are a (1) person and (2) an employee. You need to take care of yourself before you can take care of others. This hierarchy is also something that's important to me and informs my decisions.
  - It's your responsibility to advocate for yourself and communicate with me where you're at. If there's something you need to do in order to be at your best, let me know and let's figure out what we can do to make that happen.
3. Progress > Perfection.
  - Focus on what you can accomplish to be the best version of yourself. Whether this is the first year in your role or the 30th, let's focus this year on how we can make each other better.
  - I'm going to make mistakes throughout this year and will take responsibility. I'm asking you to do the same. Own the moment when you're wrong and accept it as a moment for growth.
4. Authenticity is how you find success.
  - You were hired for this role because of who you are. Come as you are, ready to learn and grow.
  - You don't need to impersonate anyone to be successful. Learn from others and do it in your own style. When you act like someone else, it robs others from the opportunity to get to know the real you.
5. I will not ask you to do anything I would not do myself.
  - I'm a leader, not a boss. If the situation allows, I will jump in and complete tasks with you. There may also be times when I need to complete other tasks to be effective and efficient for our team. Please do as I ask and, if you contextually want to know the why, let me know.
6. Begin with the end in mind.
  - The time that you have in this role is limited. Identify what success looks like in this role for you and what you'd like to accomplish during your time here. It may not feel like it at this moment but every action counts toward the legacy you leave when you're ready to move on. Be intentional.
7. Clear and consistent communication is important.
  - Keep me in the loop on what's going on in your life so I can best support you through the process. You decide how much you share: I can't help if I don't know what's going on.
  - Email is the best way to stay in touch as I don't check my phone often when I'm at work. If you need a quicker response, feel free to send a nudge email or stop by my office.
8. Boundaries keep a happy and healthy environment.
  - I will communicate my boundaries but you get to determine what kind of relationship we have and how much you want to share. At the end of the day I'm your supervisor, not a friend.
  - Likewise, you get to choose the staff dynamic that we have in the office.
9. Be accountable or be held accountable.
  - If you make a mistake or need more information, talk with me about it. I'd rather catch an issue early on rather than waiting until it festers and causes other issues.
10. Let's be "all in."
  - I'm someone who wants to give 100% towards everything I do. Our team will be at our best when we focus on how we can grow and encourage others to create the best university possible.